

CITY OF HOLLISTER
Redevelopment Agency
375 Fifth Street
Hollister, CA 95023

REQUEST FOR PROPOSAL
FOR PROVIDING
CONCEPTUAL DESIGN PLANS
FOR THE DEVELOPMENT OF
THE 400 BLOCK OF
SAN BENITO STREET IN
DOWNTOWN HOLLISTER

RESPONSE DUE BY
4:00 PM
FRIDAY, MAY 28, 2004

**CONCEPTUAL DESIGN PROPOSALS
FOR 400 BLOCK OF SAN BENITO STREET
HOLLISTER, CA 95023**

The City of Hollister is requesting proposals for conceptual design plans related to the development of a city owned parcel on the 400 block of San Benito Street in downtown Hollister. The parcel is located adjacent to the City's parking garage at 365 Fourth Street, at the corner of Fourth and San Benito streets. The site is approximately 19,500 square feet, has access to all city services, is vacant, and ready for development.

The City of Hollister has a population of 36,000, and is located about 100 southeast of San Francisco and 40 miles east of Monterey. It has a blend of older and newer homes, tree lined streets, good schools, and numerous parks. The City of Hollister maintains its heritage of agriculture and cattle ranching ambiance while encouraging new businesses to locate in Hollister by creating a business friendly environment. There are many recreational opportunities in and around Hollister, including Pinnacles National Park, Hollister Hills State Recreational Area, San Justo Reservoir, and Thousand Trails Campground.

Hollister is located in California's Central Coast region, between the Gavilan and Diablo Ranges of the Santa Cruz Mountains. Hollister is blessed with a temperate climate. Cool ocean air regulates the City's temperature resulting in warm summers and mild winters.

The project will be mixed-use, therefore the proposal must include any variation of commercial, office and residential components with the following parameters: the project must be a minimum of two stories, have a minimum of 12,000 square feet of retail space, have a maximum of 50,000 square feet of project area, and the selected firm must also have a national tenant identified as a potential tenant.

The successful consultant will be expected to perform a retail analysis to verify the feasibility of the project, the preparation of project plans and specifications, and construction and bid services as required.

The consultant shall attend, at minimum, five meetings with City staff after completion of the preliminary design. The purpose of these meetings will be to verify the direction of the design process and formalize approval for completion of the plans with the various departments reviewing the project prior to submittal for public approval.

The consultant shall be available for questions and clarifications of the plans during the public approval phases. This may include the following: arranging neighborhood meetings and addressing public concerns, response to requests for information by staff or members of the public, and contract change orders.

The City of Hollister anticipates having the successful firm selected and authorized to proceed by June 4, 2004. The selection procedure will consist of the review of all submittals received.

The selection process for this RFP will be conducted in two phases. The requirements for the first phase are listed below. Phase two requirements will be given to the three firms selected under this RFP. Interested firms are to be informed by this notice that the extent of any proposal for services of this first phase on the referenced project is to be limited as follows:

1. Company biography describing key personnel, education and professional experience of key personnel, examples of significant public projects, and letters of recommendation from jurisdictions where public projects are located.
2. Preliminary architectural renderings or drawings intended to introduce City to possible approach to project.
3. A preliminary schedule outlining the milestones defined by the conceptual approach.
4. An estimated total project cost, broken down by each of the following tasks: Preliminary Design, Final Design, Bid and Construction Support Services.
5. A fee schedule for professional and technical services as well as reimbursable expenses.
6. Proof of Workers Compensation, liability, and Errors and Omissions Insurance will be required. A portion of a draft copy of the City of Hollister's Professional Services Contract is attached for your information and identifies the limits of insurances normally required.
7. Two (2) copies of the project package are to be submitted by 4:00 PM, Friday, June 17, 2004. Submissions can be delivered to the City of Hollister Redevelopment Agency at 420 Hill Street, Building E, or mailed to 375 Fifth Street, Hollister, CA 95023. Submittals received after said time will not be considered and will be returned unopened.

Thank You,

William B. Avera
Redevelopment Programs Manager